



Fire Procedure

In the event of a fire staff/parents and visitors must exit the building through the safest and nearest exit, pre-school, toddler room, baby room, front door or outside classroom door, with all the children and assemble in the community car park, located by the school.

Procedure when finding a fire or fire alarm sounding:

- If you have noticed a fire but the fire alarm has not yet sounded you must sound it immediately by going to your nearest call point.
- Once the fire alarm is sounded you must all begin to evacuate as quickly and as safely as possible.
- If safe and time to do so, collect shoe basket for children to put shoes on.
- The lead members of staff of each room will take responsibility of checking their classrooms, including cot rooms, bathroom and collecting their registers. Once classroom is checked all internal classroom doors must be closed before leaving the building. By closing the door this will indicate that your room has been fully checked and no one is to re-enter after this time.
- Each register must be kept in its own classroom at all times, so that they are easily assessable, and include emergency telephone numbers of all our parents and staff. Staff and children must be recorded in the correct registers daily. Manager to be included on the baby room register. Students and visitors to be recorded in the visitors' book.
- Staff are to calmly lead the children out of Busy Bees, and gather in the Busy Bees carpark, they must wait for all children to be safely outside, carry out a quick headcount, before heading to assembly point located by the community centre and carrying out a register.
- Once in the garden the toddler room must check with baby room staff how many non walkers there are and assist if necessary.

- Code for emergency gate is 1111.
- The manager or lead member of staff in the event of the manager's absence is responsible for collecting the, visitor's book, phone box, fire bag located in office, checking the kitchen, staff room, staff toilet, office and corridor, closing all doors once rooms have been checked. Once doors have been closed no one is to re-enter the rooms.
- Once at assembly point, the lead member of staff shall contact the emergency services, followed by the children's families to come and collect their children

Breakfast Club and Tea Time

- During breakfast club and tea time, all registers should be taken through to appropriate rooms. And in the event of a fire all registers should be taken to the assembly point and same procedures as above to be followed.

Procedure for new classroom

- If a fire is located in the new classroom, they must radio to inside to sound the main buildings call point alarm. Once their children are out of the classroom, they must make sure they can hear the main alarm and if not sound it themselves through the pre-school door, then lead the children down the alley way.
- If the fire is located in the main building the toddlers must radio the new classroom to sound their fire alarm and pre-school must check they are evacuating once they are on their way out of the building.

Procedure for babies and non-walkers.

It is crucial that every day the baby room staff know how many walkers and non walkers they have. Toddler room staff must assist with non-walking babies.

Each practitioner is to carry one non walking baby out of the building where possible. In the event there are more than six non-walking babies they will have to carry two each.

In the event of a child who has an additional physical need, a personal evacuation plan would be developed.